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Personnel Officer

28 November 1950

Security Officer, CIA

Increases in Research Branch and Physical Security Branch

1. I attach the necessary data on increases which are needed in subject branches in order to (a) maintain necessary security of covert operations, and (b) in order to maintain minimum physical security protection of the personnel and installations of this Agency.
2. My justification is that these increases are essential to the security responsibilities given to me by the Executive.
3. Your continued excellent cooperation in effecting these changes immediately will be greatly appreciated. Further, request your permission to recruit against these slots pending publication of revised T/O.
4. I am forwarding a copy of this memorandum to the Assistant to the Executive for analysis and will ask him to assist in setting up the necessary positions.

/s/  
SHEFFIELD EDWARDS  
Colonel, GSC

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Additional T/O strength or changes are recommended as follows:

Special Security DivisionResearch BranchHeadquarters Review Officer  
Chief Clerk1 - GS-11  
1 - GS-7

Investigator

1 - GS-12

"

4 - GS-11

Clerk-Steno

1 - GS-5

" "

1 - GS-4

Investigator

1 - GS-12

"

2 - GS-11

Clerk-Steno

1 - GS-5

" "

1 - GS-4

Investigator

2 - GS-11

Clerk-Steno

1 - GS-5

" "

1 - GS-4

Security DivisionPhysical Security Branch

Special Duty Security Officer

4 - GS-7

Safe Technician (Locksmith)

1 - GPC-6

Clerk

1 - GS-5

Clerk-Steno

2 - GS-4

OMIT - Special Assistant

1 - GS-7

Audit Division

Auditor (Property)

1 - GS-13

Auditor

1 - GS-12

Auditor

1 - GS-11

Secretary

1 - GS-4

(see attached sheet.)

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